# Program Management Plan

# Program Title:  FAIR Act Reporting

# A sub-plan of the USACE Strategic Workforce Plan

# October 2002

**STRATEGIC WORKFORCE PLAN
FAIR ACT SUB-PLAN**

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**10/22/2002**

## 1.0    SCOPE OF WORK

This Program Management Plan establishes the framework to meet annual Commercial and Inherently Governmental Activities (CIGA) and Federal Activities Inventory Reform (FAIR) Act reporting.

## 2.0    GENERAL

### 2.1    Statutory Requirement

Public Law 105-207, "Federal Activities Inventory (FAIR) Act" requires all agencies publish an annual inventory of their commercial activities.  The Department of Defense (DoD) is the Executive Agency for the purpose of USACE FAIR Act reporting.

### 2.2    Office of Management and Budget (OMB)

OMB establishes the Administration's policy for FAIR Act reporting.  This policy is set forth in OMB Circular No. A-76.  OMB requires all agencies to provide a list of their FAIR Act commercial activities as well as a list of their inherently governmental functions and activities.

### 2.3    Department of Defense (DoD)

DoD publishes annual instructions for defense component reporting of Commercial and Inherently Governmental Activities (CIGA). The CIGA report forms the framework for the DoD FAIR Act inventory and list of inherently governmental functions and activities.

### 2.4    Assistant Secretary of the Army for Manpower & Reserve Affairs (ASA(M&RA))

The Secretary of the Army appointed the ASA(M&RA) responsibility for establishing Army reporting policy.  Under that policy a position is reviewable unless an inherently governmental or exemption decision is issued by the ASA(M&RA).

USACE requests for an inherently governmental or exemption decision on Corps civil works mission specific functions and activities are submitted through the Office of the Assistant Secretary of the Army for Civil Works (ASA(CW)).  USACE requests for an inherently governmental or exemption decision on Corps military programs mission specific functions and activities are submitted directly to the ASA(M&RA).

The ASA(M&RA) office extracts data on military funded authorizations from the Total Army Authorization Documentation System (TAADS) and assigns commercial activities function codes (CAFCs) and commercial activities reason codes (CARCs) to the USACE military programs funded CIGA report.

### 2.5 Headquarters, U. S. Army Corps of Engineers (HQUSACE)

HQUSACE publishes annual CIGA guidance to facilitate subordinate organization CAFC coding. A data extract of civil works funded authorizations in the Integrated Manning Document (IMD) serves as the framework for the Civil Works CIGA report.

CERM-M reviews the data extract for CAFC coding compliance and assigns CARCs in accordance with the DoD and ASA(M&RA) inventory guidance.

### 3.0 PROGRAM DELIVERY TEAM ROLES

### 3.1 Resource Management Directorate (DRM)

DRM is the CIGA/FAIR Act proponent.

### 3.2 FAIR Act Program Manager (PM)

The FAIR Act PM provides CIGA/FAIR Act management, performs annual reporting activities, and is a core member of the Competitive Sourcing Program Management Team (CSPMT).

### 3.3 Integrated Manning Document Administrator

The IMD Administrator provides day-to-day IMD management and supports annual CIGA reporting activities.

### 3.4 Competitive Sourcing Program Management Team Program Manager (CSPMT PM)

The CSPMT PM works with the FAIR Act PM to resolve CIGA/FAIR Act issues with OMB, Office of the ASA(CW), and Office of the ASA(M&RA) and to integrate CIGA/FAIR Act decisions into competitive sourcing implementation.

### 3.5 Subordinate Manpower Organizations

District manpower staff coordinate with local functional proponents to properly align authorizations with CAFCs and assign CAFCs to authorizations in the IMD. Major Subordinate Command (MSC) manpower staff coordinate with district manpower staff to ensure proper alignment and consistency across the division.

## 4.0   WORK BREAKDOWN STRUCTURE

| NUMBER | TASK | ROLE | TIMEFRAME |
|---|---|---|---|
| 1 | Review IMD CAFCs for ASA(M&RA) decision and competitive sourcing compliance | CERM-M | September |
| 2 | Publish updated CAFC guidance | CERM-M | October |
| 3 | Update IMD CAFCs | Districts | November |
| 4 | Review IMD CAFCs | Divisions | November |
| 5 | Take IMD CW snapshot & Code CARCs | CERM-M | December |
| 6 | Submit CW CIGA to ASA(M&RA) | CERM-M | January |
| 7 | Review (courtesy) ASA(M&RA) CIGAs | CERM-M | Jan – Feb |
| 8 | Integrate final ASA(M&RA) CIGAs into IMD | CERM-M | Jun – Aug |

## 5.0   ACQUISITION PLAN

## 5.1   New or Changed Requirements

The FAIR Act PM brings new or changed CIGA reporting requirements to DRM and CSPMT PM attention and works with the IMD Administrator to incorporate the requirements into IMD coding.

## 5.2   Compliance Barriers

The FAIR Act PM brings barriers to incorporating requirements into IMD coding and/or CIGA reporting to the attention of the DRM and CSPMT PM for resolution.

## 6.0   RESOURCE MANAGEMENT

The FAIR Act PM brings headquarters reporting needs to DRM attention at any point during the CIGA process where insufficient staff time will contribute to a failure in meeting reporting requirements and timelines.

## 7.0   SCHEDULE

Changed requirements are annotated on the WBS when necessary.  The WBS is reviewed annually and revised to reflect lessons-learned during the previous reporting cycle.

## 8.0   PROGRAM QUALITY CONTROL PLAN AND OBJECTIVES

The objective of the program is to meet higher authority reporting requirements and timelines.  The FAIR Act Coordinator metric is orienting and updating CSPMDT members, headquarters executives, and manpower staff on requirements and timelines.

## 9.0    POTENTIAL RISKS

Inability to resolve inherently governmental and exemption issues with ASA(M&RA), insufficient IMD funding, and insufficient man hours to accomplish required tasks could contribute to an unacceptable or late CIGA reporting.

## 10.0   CHANGE MANAGEMENT

Reasons requiring changes to this plan are maintained in an appendix.

## 11.0   COMMUNICATIONS

11.1    A copy of this plan will be posted to the Manpower Documentation page and will also be maintained as a part of the Competitive Sourcing sub-plan records.

11.2    CERM-M manpower staff thru MSC manpower staff to District manpower staff.

11.3    District manpower staff thru MSC manpower staff to CERM-M manpower staff.

11.4    FAIR Act PM to IMD PM and IMD PM to CERM-M manpower staff on IMD administration issues.

## 12.0   AFTER ACTION REPORT

The FAIR Act PM will produce an annual information paper on the final ASA(M&RA) USACE CIGA reports submitted to DoD.


Approved by Peter Glyer
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17 October 2002